

# HMMP/HSMS Resource Library

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## TOP 5 TOTAL REQUESTED DOCUMENTS

The two (2) documents that were requested twice for this quarter were:

- 20 Initial Start-Up (Direct) Costs for 10 BN HAZAMRT (Lessons Learned).
- 104 Ft. Eustis HAZMART Overview and Operational Video (HAZMART historical overview and operation procedures.)

There were a total of forty-five (45) documents requested once for this quarter

## TOP 5 TOTAL REQUESTED CRYSTAL REPORTS

There were six (6) Crystal Reports requested twice in this quarter: CR15; CR17; CR18; CR25; CR26; and CR 27.

There were four (4) Crystal Reports requested three times in this quarter: CR16; CR19; CR23; and CR 24.

There were two (2) Crystal Reports requested four times in this quarter: CR20 and CR22

There was one (1) Crystal Report requested five times in this quarter: CR21.

**\*\*\*The Crystal Reports Catalog was requested nine times for this quarter\*\*\***

There were a total of seventeen (17) Crystal Reports requested once for this quarter.

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## Master Resource List

### Air Force

#### 1) Briefs

- 50 Just-in-time Tracking for Hazardous Materials Management; Just-in-time Management of Hazardous Material Inventory  
Briefing slides and overview of HMMP tracking system.

#### 2) Guides

- 52 HAZMAT Customer Guide for the Air Force Academy  
Prepared by supply contractor for customers of the USAF Academy Pharmacy, includes order form.
- 224 Kelly Air Force Hazardous Waste Management Plan
  - 8 Hazardous Material Pharmacy: Commanders "How to Guide"  
Pharmacy operations and implementation.

#### 3) Information Papers

- 46 Pro-Act Information Packet, HAZMAT Pharmacy  
Includes Hazardous Material Program organizational change package standardization.
- 54 IEX Code Status (USAFA)  
IEX 8 code downgrades, substitutes or upgrades list.
- 56 Partnering Charter Agreement for the Hazardous Materials Pharmacy (USAFA)  
Goals of and roles of players.
- 57 Bioenvironmental (IH/OS) role in the HAZMAT pharmacy (USAFA)  
Roles of Bioenvironmental Engineering.

#### 4) Information Systems

- 58 Employee and Customer HMP Questionnaires (USAFA)  
HMP Informational Data Base.
- 67 HAZMAT Pharmacy, Dover AFB  
436th Airlift Wing IMMS; includes Hazardous Pharmacy Military Job Descriptions.

#### 5) Requirements

- 89 Air Force Instruction 32-7086, Hazardous Materials Management  
Policy directive establishing procedures and standards governing management of hazardous materials (HAZMAT) throughout the Air Force.

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***Air Force (Continued)***

## **6) SOPs**

- 40 Hazardous Materiel Cell and Dispensing Facility, Ogden Air Logistics Center, Hill AFB  
Operating procedures.

## **7) SOWs**

- 55 Statement of Work for Implementation of the Hazardous Materials (HAZMAT) Pharmacy (USAFA)  
Scope of work for supply contractor.

## **8) Special Interest**

- 43 The PHARMACY: Pharmacy Prototype Bases Meet in Dayton  
IMMS forum between Altus, Andrews, Dover and Nellis AFBs.
- 61 What is the Pharmacy Concept Anyway, Kelly AFB  
Lessons learned, Pharmacy concept and implementation.
- 44 The PHARMACY: Air Force World Wide Hazardous Material Pharmacy Conference  
Prototype pharmacy systems.
- 41 Hazardous Materiel Cell and Dispensing Facility, Hill AFB  
Health and environmental issues.
- 53 Hazardous Material Pharmacy Briefing Slides; Air Force Academy  
Pharmacy concept implementation at Air Force Academy.
- 28 The PRO-ACT Newsletter: Pollution Prevention Success Story, Spotlight on Nellis AFB  
Initiative: Hazardous Material Pharmacy Implementation.
- 27 The PRO-ACT Newsletter: Pollution Prevention Success Story, Spotlight on Andrews AFB  
Initiative: Development of a Joint Service Hazardous Materials Pharmacy.
- 26 The PRO-ACT Fact Sheet; Establishing a Hazardous Material Pharmacy article  
Hazardous Materials Pharmacy, Includes Establishing a Hazardous Material Pharmacy article.

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## Army

### 1) Briefs

- 23 HM Pharmacy: Re-Use Status/Future Goals  
Print out of slides.
- 113 Hazardous Substance Management System Data Collection Procedures  
HSMS Contractor Certification Course slides.
- 136 USATC HAZMART New Customer Briefing (Ft. Eustis)  
HAZMART concept and operational procedures slides.
- 134 Ft. Carson Functional Validation Assessment: Logistics Systems Interface  
Challenges, strategy, near-term plan and summary slides.
- 133 Ft. Carson Functional Validation Assessment: Business Practices  
Options and methods to improve HM/HW management.
- 132 TRADOC MACOM Level Command Directive Brief  
Plan of Action and Milestones.
- 130 Hazardous Substance Management System (HSMS) Case Study (U.S. Army Garrison, HI)  
Implementation /upcoming events slides.
- 126 Hazardous Material Pharmacy Briefing Slides  
Pharmacy procedural guide, cost savings.
- 118 DRMS Single Hazardous Input Program  
Electronic systems used by DRMS.
- 101 Total Army Inventory Management (TAIM) Program  
Goal: Stewardship of Army Inventory.
- E 210 USAEC Affirmative Procurement (Buy Recycled) Program  
Provides information about the Affirmative Procurement Program (APP) and your requirements to purchase specific items.
- 102 TDP/TAV...Army Vision (DCSLOG)  
Logistics communication.
- 71 Fort Eustis (7th Transportation Group) Briefing Slides: Getting America's Force Projection Army to the Battle  
Overview of mission, current organization and capabilities of the 7th Transportation Group.
- 119 The Hazardous Substance Management System, Army Supply Systems and Procedures  
HSMS Certification Course slides.

### 2) Cost Information

- 161 HSMS Functional Economic Analysis, Schofield Barracks, HI

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**Army (Continued)**

Economic impact of HSMS implementation at Schofield Barracks, HI.

- 163 AEC's Cost/Benefit Analysis, Fort Knox, KY  
Cost/benefit evaluation at Ft. Knox, KY on economic impact of implementing HSMS.
- 157 HSMS Functional Economic Analysis - Fort Bliss, TX  
Economic impact of implementing HSMS and Pharmacy Concept at Fort Bliss, TX.
- 164 AEC's Cost/Benefit Analysis, Fort Campbell, KY  
Cost/benefit evaluation at Ft. Campbell, KY on economic impact of implementing HSMS.
- 73 Fort Eustis Hazardous Waste List 1994 vs. 1995  
Hazardous waste disposal units in pounds.
- 68 CCAD Maintenance Hazardous Material Management System (DM-HMMS) Business Case Summary  
Cost analysis of implementing DM-HMMS at Corpus Cristi Army Depot (CCAD).
- 158 HSMS Final Functional Economic Analysis Protocol, Multiple Installations, USAEC  
Evaluation of costs and benefits associated with implementation and operation of HSMS at multiple Army installations.
- 64 Functional Economic Analysis Validation (94) for Depot Maintenance Hazardous Material Management System at CCAD  
Validation of DM-HMMS for FY94.
- 17 HAZMART Savings/Benefits Analysis  
Hazardous waste disposal cost analysis.
- 20 Initial Start-Up (Direct) Costs for 10 BN HAZMART  
Lessons learned.
- 69 Summary of CCAD Accomplishments (FY 62 through FY94)  
Includes report of controlled items.

## **3) Guides**

- 108 Ft. Carson Suggested Pharmacy Implementation  
Guide to establishing a pharmacy.
- 229 HSMS Inventory & Adjustment (HSMS On-Site Support) (DPG)  
Documents activities at DPG.
- 160 Hazardous Substances to Track (AEC)  
Provides a guide and reference tool for identifying Federal regulated hazardous substances and the appropriate chemical categories.
- 45 Hazardous Materials (HAZMAT) Pharmacy Procedural Guide, Sabre Army Heliport, Fort Campbell, KY  
Procedural guide printed prior to start up, includes organizational functional requirements.
- E 212 Tactical Motor Pool Pollution Prevention Guide (USAEC)

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## ***Army (Continued)***

Identifies potential opportunities to reduce pollution generated by routine tactical vehicle maintenance operations. Address wastestreams generated by routine tactical vehicle maintenance: engine oil, lead-acid batteries, coolant, solvent, hydraulic.

E 107 AEC HSMS Model Functions and Responsibilities

Development process and planning guide for HSMS implementation.

E 211 USAEC Commander's Guide to Environmental Management

Offers basic information about environmental matters to better enable commanders to work with their environmental personnel to develop and maintain an effective environmental program.

E 99 AEC Functional Site Survey for the Hazardous Substance Management System (HSMS), Vs. 1.1

Aids AEC's Functional Team in support of the installation's efforts in implementing HSMS and establishing an effective HM/HW management program that may require modifications to existing business practices.

E 176 CHMMC Implementation and Operation Plan, Fort Benning

Describes actions that must be accomplished for the installation to successfully implement the CHMMC and field HSMS to an IOC configuration.

184 APC Customer Handbook "The Pipeline to Petroleum Assistance"

Quick reference to Army petroleum supply management practices.

85 Army Logistics Integration Agency Hazardous Substance Management System (HSMS) Integration Strategy

Integrate STAMIS and other Defense logistic systems with HSMS.

## **4) HMMP/HSMS**

E 243 HMMP & HSMS IP FINAL - FT. LEWIS, WA

Final Implementation Plan for Ft. Lewis, WA.

E 256 HSMS IP MISSOURI ARMY NG

Implementation Plan for the Missouri Army National Guard.

E 124 Hazardous Substance Management System (HSMS) System Technical Architecture Guide (STAG), Vs. 2.1

Technical architecture overview associated with implementation of HSMS at all Army installations.

E 123 Hazardous Substance Management System (HSMS) Site Implementation Plan (SIP), Vs. 2.5

HSMS Installation Visits.

E 255 HSMS IP CAMP MURRAY & THE WASHINGTON STATE ARMY NG (FINAL)

Final Implementation Plan for Camp Murray and the Washington State Army National Guard.

E 251 HSMS IP, ROCK ISLAND ARSENAL

Implementation Plan for Rock Island Arsenal.

E 253 HSMS IP WHITE SANDS MISSILE RANGE (FINAL)

Implementation Plan for White Sands Missile Range, NM.

E 246 HSMS IP - FT. A. P. HILL

Implementation Plan for Ft. A. P. Hill.

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**Army (Continued)**

- E 242 HSMS IP - FT. SAM HOUSTON  
Implementation Plan for Ft. Sam Houston, TX.
- E 252 HSMS SITE-SPECIFIC IP - YUMA PROVING GROUND (FINAL)  
Final Implementation Plan for Yuma Proving Ground, AZ.
- E 249 CHMC IMPLEMENTATION/OPERATIONS PLAN - FT. RUCKER, AL  
Implementation Plan for Ft. Rucker, AL.
- E 247 HSMS IP FINAL - FT. HOOD, TX  
Final Implementation Plan for Ft. Hood, TX.
- E 209 USAEC HSMS Executive Briefing  
Discusses relationship between HSMS and the centralized HMMP; Provides information on HSMS automation; Provides information on the U.S. Army HSMS implementation; and Answers specific installation questions.
- E 174 USAEC HMMP Business Practice Guide, Vs. 3.2  
Detailed description of the HMMP and business practice initiatives to reduce HM/HW management burdens. To depict how HMMP can be implemented at an installation, offers three different concepts of operation.
- E 172 USAEC Hazardous Substance Management System (HSMS) Fielding Plan (Draft Vs. 2.0)  
Outlines the responsibilities and activities required to successfully field and support HSMS.

## **5) Information Papers**

- 3 DALO-SMP Memo: Control of Hazardous Material  
Information Paper DAIM-ED-P2 dtd 31Mar95, Centralized tracking and Control of Hazardous Material.
- 7 Untitled Corpus Christi Army Depot Overview Paper  
Pharmacy concept and DM-HMMS implementation.
- 9 The Hazardous Materials Pharmacy: An Idea With Merit  
Army implementation of pharmacy concept.
- 19 The 10th Battalion HAZMART Program  
Start up process.
- 140 Fort Eustis HAZMART Implementation Information Packet  
Informal note listing Ft Eustis implementation of HAZMART documents.
- 38 HAZMAT Life Cycle Slide Questionnaire  
Pre start up survey.
- 63 HAZMAT Questions and Answers CCAD  
ALCHMMI team questionnaire, answers by CCAD.
- 78 AEC's FISC San Diego Regional Hazardous Materials Management Program Flyer  
Informational flyer on scope of program management.
- 116 DRMS Contract Requirements Guide  
DRMS hazardous waste disposal contracting.
- 97 The Hazardous Materials Pharmacy: Are Logisticians Ready?

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**Army (Continued)**

Overview of Army's pharmacy service.

- 24 ASG Hazardous Materials Pharmacy Information Paper  
ASG hazardous materials management concept.
- 62 Facility drawing of CCAD Locating Established Hazmat Issue Points  
Tracks internal usages of hazardous material.
- 66 CCAD Maintenance Hazardous Material Management System (DM-HMMS)  
Issue points, implementation steps and cost validation data.
- 83 U.S. Army Intelligence Center & Fort Huachuca Hazardous Material Minimization Center Project or "HAZMART"  
Project outline and briefing slides.
- 82 The Velocity Management (VM) Initiative: Implementing an Approach for Improving the Effectiveness and Efficiency of Army Logistics Processes  
Application and Evaluation of the Army VM Program.
- 21 HAZMART Executive Summary  
HAZMART operation.
- 185 APC Sampling and Handling leaflet of Packaged Petroleum Products for Shelf-Life Update - Users Guide  
Includes Shelf-life definitions, procedures for shelf-life extension, and sampling procedures.
- E 239 Are You Ready for HSMS Fielding?  
Lessons Learned.
- 115 HSMS Basic Process Concepts  
Basic HSMS procedures.
- E 171 Information Paper, Fort Lewis  
Delineates the status of Hazardous Material Control Center (HMCC) and HSMS at Fort Lewis, WA.

## 6) Information Systems

- E 215 Memo: Minimum Automation Requirements to Support Environmental Management and Related Functions  
Discusses the near term AIS environment and provides guidance on required automation hardware that MACOMs and installations should have to support environmental AIS.
- 59 Fort Campbell HSMS Data Entry Guide  
Guidelines for processing materials through the HSMS program; includes data dictionary.
- 72 Hazardous Material Inventory Control System Issue List for Fort Eustis (7th Trans Group)  
Includes new intermec equipment description.

## 7) Job Descriptions

- E 221 WSMR Job Description for Toxic Materials Handler (Motor Vehicle Operator), WG-6511-08  
Storage and handling functions of HM, toxic gases, and HW in the WSMR Joint HMMC and



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**Army (Continued)**

HWSF.

- E 194 HSMS SA/DBA Quals, Ft. Belvoir

Roles and technical skills required as System Administrator/Data Base Administrator.

## **8) Newsletters**

- E 199 HMMP/HSMS Bi-Weekly News, 05/15/98

CAO toll free number; New Registration procedures for HSMS meetings, courses, and conferences, Camp Murray and Picatinny Arsenal site visits.

- E 198 HMMP/HSMS Bi-Weekly News, 05/01/98

CAO db verification service, Detroit Arsenal site visit.

- E 197 HMMP/HSMS Bi-Weekly News, 04/15/98

Ft Lewis HMMC opens; Rock Island Arsenal ISV; FRC new location; Crystal Reports Available.

- E 196 HMMP/HSMS Bi-Weekly News, 04/01/98

Picatinny Arsenal and Fort Hood ISV; Fort Knox Tier Two Inventory; Crystal Report Repository.

- E 195 HMMP/HSMS Bi-Weekly News, 03/15/98

Ft Campbell Pharmacy Tour schedule for 1998; Korea, Japan, and Kwajalein site visits.

- E 177 HSMS Bi-Weekly News, 11/01/97

User Problem Calls and Responses; Changes in HSMS Community; HDCT enhancements.

- E 191 HSMS Bi-Weekly News, 02/01/98

AEC Web Site; HSMS v 2.2 Assessment, SAT Training - POI Schedule.

- E 204 HMMP/HSMS Bi-Weekly News, 07/01/98

Fort Hood and Rock Island Arsenal FAPs, Crystal Reports, More handy URLs.

- E 146 HSMS Bi-Weekly News, 04/15/97

Business Practice Guide (BPG) update, HSMS IOC and plan implementation finalization at Ft. Meade.

- E 183 HSMS Bi-Weekly News, 01/01/98

Initial Site Visit at Fort Irwin.

- E 182 HSMS Bi-Weekly News, 12/15/97

SCR web site navigational instructions.

- E 181 HSMS Bi-Weekly News, 06/01/97

EIM development; Where to find MSDS Lists; HSMS on DENIX.

- E 180 HSMS Bi-Weekly News, 05/15/97

Beta Version of Bartenders for Windows, FORSCOM Garrison Commanders Conference.

- E 179 HSMS Bi-Weekly News, 12/01/97

HSMS 2.2 Retrofit; User Problem Calls and Responses; HSMS Change Request Web Site.

- E 178 HSMS Bi-Weekly News, 11/15/97

User Problem Calls and Responses; HMMCC Tours.

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- E 193 HSMS Bi-Weekly News, 03/01/98  
HSMS SA/DBA Quals, Migration of HSMS to Oracle; EPA inspections of Army facilities.
- E 219 HMMP/HSMS Bi-Weekly News, 10/15/98  
IOC at Ft. Irwin, ISV at Ft. Drum.
- E 238 Army HSMS Newsletter, 02/15/99  
Ft. Bragg TSS.
- E 237 Army HSMS Newsletter, 02/01/99  
CAS Numbers, MEK Subject to Toxics Reporting.
- E 233 Army HSMS Newsletter, 01/15/99  
WRAMC Fights Pollution, More Crystal Reports.
- E 232 Army HSMS Newsletter, 01/01/99  
RIA on track towards HSMS implementation, Y2K and HSMS.
- E 231 Army HSMS Newsletter, 12/15/98  
Ft. Hood HSMS implementation (HSMS, HAZMARTS and POIs established).
- E 223 HMMP/HSMS Bi-Weekly News, 12/01/98  
YPG FIV conducted, HSMS FY99 ADBM Training Schedule.
- E 202 HMMP/HSMS Bi-Weekly News, 06/01/98  
Detroit Arsenal site visit, Top five Resource Library documents.
- E 220 HMMP/HSMS Bi-Weekly News, 11/01/98  
IOC at DPG, Yongsan Garrison ISV.
- E 203 HMMP/HSMS Bi-Weekly News, 06/15/98  
Camp Murray site visit, Picatinny Arsenal FKO, Handy URLs.
- E 218 HMMP/HSMS Bi-Weekly News, 10/01/98  
Workgroup Orientation Training session at Ft. Bragg.
- E 217 HMMP/HSMS Bi-Weekly News, 09/15/98  
Camp Murray reaches IOC; Camp Yuma Proving Ground FAV.
- E 208 HMMP/HSMS Bi-Weekly News, 09/01/98  
McAlester Army Ammunition Plant ISV; Crystal Reports Vs. 6.0 upgrade information; Resource Library Top Five documents most often requested.
- E 207 HMMP/HSMS Bi-Weekly News, 08/15/98  
HSMS Application Data Base Manager ANSOC functions, ADBM roles, HSMS ADBM course.
  
- E 206 HMMP/HSMS Bi-Weekly News, 08/01/98  
Fort Irwin and Rock Island Arsenal Data collection, preload, and training session visit; Camp Murray Final data validation visit; Dugway Proving Ground data collection visit; HSMS Functional User Training Software Packages (COTS).
- E 205 HMMP/HSMS Bi-Weekly News, 07/15/98  
Detroit Arsenal Success Story; Fort Sam Houston (Amnesty Day, Data Collection, and Good Business Practices); Yuma Proving Ground site visit; Fort Lewis progress; HSMS Technical

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*Army (Continued)*

Implementation.

- E 186 HSMS Bi-Weekly News, 01/15/98  
Results of hazardous waste turn-ins at Ft. Benning CHMCC; Hazardous FSCs for sale.
- E 222 HMMP/HSMS Bi-Weekly News, 11/15/98  
Camp Carroll IOC, HSMS implementation at Ft. Lee.
- 121 The Hazardous Substance Management System (HSMS) Newsletter (USAEC)  
HSMS vs. Pharmacy; Benefits; Fielding Strategy; Cost Benefit Analysis; contracts; documents; POCs.
- E 156 HSMS Bi-Weekly News, 08/15/97  
AFI 32-7086, HMM; FVA, test schedule.
- E 192 HSMS Bi-Weekly News, 02/15/98  
EPA approved refrigerants, WSMR Lessons Learned; Fort Irwin FKO visit.
- E 168 HSMS Bi-Weekly News, 09/15/97  
ECP - Software, Procedures for submitting changes, HSMS V.2.2 upgrades.
- E 154 HSMS Bi-Weekly News, 07/15/97  
HSMS Program Review; Informix Arbitrarily Going Off-Line.
- E 167 HSMS Bi-Weekly News, 09/01/97  
Environmental Success - Today & Tomorrow (FIRSCOM article); HSMS kicks off in Japan and Korea.
- E 169 HSMS Bi-Weekly News, 10/01/97  
Resource Library, unzip tips; SQT HSMS v.2.2 activity.
- E 155 HSMS Bi-Weekly News, 08/01/97  
HSMS Overview; HSMS and Beyond.
- E 170 HSMS Bi-Weekly News, 10/15/97  
HSMS Implementation Sites for FY98; SQT of SCRs.
- 122 The Hazardous Substance Management System (HSMS) Newsletter (USAEC)  
Pharmacy Tour at Pine Bluff Arsenal, AK; Ft Campbell implementation; training; POCs.
- 127 The Hazardous Substance Management System (HSMS) Newsletter (USAEC)  
HSMS Fielding; training, hardware/software requirements; includes briefing slides.
- E 149 HSMS Bi-Weekly News, 03/01/97  
CAO (Revisited) help desk, MCC for POLs, Camp Stanley pharmacy implementation, HSMS stand-alone (parts 1-6).
- E 145 HSMS Bi-Weekly News, 05/01/97  
Single Hazardous Input Program (Ship), Shrink Wrap Software, New 1348 Form.
- E 148 HSMS Bi-Weekly News, 03/15/97  
NT/IOMEGA HAZMAT symptom and cure, HSMS upload installation issues.
- E 147 HSMS Bi-Weekly News, 04/01/97  
Environmental Products catalog information, WSMR HSMS implementation, manufacturer information address information.

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**Army (Continued)**

- E 150 HSMS Bi-Weekly News, 02/15/97  
HSMS deliverable documents, Model Minimum Requirements Review, Contractor IPR Session II.
- E 153 HSMS Bi-Weekly News, 07/01/97  
World Wide Web Sites of Interest; HMMP Implementation.

## **9) Policies**

- 95 Appendix B to 40 CFR 355: Hazardous Substances and their Threshold Planning Quantities (CAS Number Order)  
Includes mandatory criteria for screening chemical products.
- 139 Fort Eustis Memo: Policy Letter on Prohibition for Using VISA IMPAC Card to Purchase Hazardous Material  
Installation policy prohibiting hazardous material credit card purchases.

## **10) Reports**

- 90 AEC Memo: Hazardous Substance Management System (HSMS) Functional Validation Assessment (FVA)  
Includes comments from 8/24/96 HSMS Integration Strategy Draft Report from Anteon Corporation.
- E 105 AEC Report on HSMS Fielding Process  
Key aspects of the four stage HSMS fielding process.
- 165 AEC's Technical Feasibility and Cost/Benefits Report, Fort Hood, TX  
Evaluates and assesses the technical feasibility and potential benefits of implementing HSMS at Fort Hood. Includes distinct HSMS configuration options that aid in consideration of potential business practice changes.
- E 159 Other Army Uses of HSMS (AEC)  
Describes overall uses of HSMS.
- E 162 HSMS Functional Description (Final)  
HSMS logic and analytical capabilities, including an RTM for tracing an input variable through associated processes.

## **11) Requirements**

- 12 DAIM-ED Memo: Army Implementation of the Hazardous Substance Management System (HSMS)  
Roles and responsibilities for HSMS development, implementation for Army.
- 47 DAIM-ED-Q Memo: Fielding of the Hazardous Substance Management System (HSMS)  
Deployment of HSMS data management at 20 Army installations.
- 51 TEAD Regulation Number 385-16, Hazardous Materials  
Hazardous materials handling for operating depot, includes HMMS database.

## **12) SOPs**

- 15 Hazardous Material and Hazardous Waste Management Plan (Pine Bluff Arsenal)  
HMCC operations and mgmt policy incorporating Pine Bluff Arsenal (PBA) activities usages.

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- E 241 HMMP SOP - FT. SAM HOUSTON  
STANDARD OPERATING PROCESURES.
  - 2 Draft SOP for Hazardous Material Pharmacy  
Policies and Standard Operating Procedures.
- E 248 HSMS HAZMART INTERNAL SOP - FT. HOOD, TX  
STANDARD OPERATING PROCEDURES.
- E 254 HSMS SOP CAMP MURRAY, WA  
STANDARD OPERATING PROCEDURES.
  - 142 Concept of Operations - Fort Eustis  
HAZMART operational procedures at Fort Eustis.
- E 245 HSMS HAZMART EXTERNAL SOP - FT. HOOD, TX  
STANDARD OPERATING PROCEDURES.
  
- E 257 HMMP U.S. ARMY COMBINED ARMS SUPPORT COMMAND & FT. LEE, VA SOP  
(UPDATE)  
STANDARD OPERATING PROCEDURES.
  - 143 Concept of Operations - Fort Story  
HAZMART operational procedures at Fort Story.
- E 250 HSMS SOP, ROCK ISLAND ARSENAL  
STANDARD OPERATING PROCEDURES.
- E 258 HSMS SOP (FINAL) FT. HOOD  
STANDARD OPERATING PROCEDURES.
- E 244 HMCC SOP - FT. LEWIS, WA  
STANDARD OPERATING PROCEDURES.
  - 18 HAZMART SOP  
HAZMART Facilities overview of HAZMAT operating procedures.

## **13) Special Interest**

- 42 The Hazardous Technical Information Services: Get Rid of HazMat Quickly, Legally, and Cheaply  
HAZMAT disposal, Emergency electrical generators: EPA guidance.
- 22 10th Bn HAZMART: How to Make This Thing Called HAZMART Actually Work  
HAZMART lessons learned.
- 92 The HTIS Bulletin: Corpus Christi Army Depot Pioneers Hazmat Pharmacy Program  
Success Story at Corpus Christi Army Depot; includes EPCRA 313 List Changes, New RCRA Legislation.
- 128 HSMS: A smarter way to handle hazardous material pamphlet (USAEC)  
A smarter way to manage hazardous material pamphlet.

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## ***Army (Continued)***

- 240 HSMS Vs. 2.2 Defense Integration Support Tools (DIST) Number 99004309, Year 2000 Compliance Notes.  
HSMS Year 2000 Compliance Notes.
- 129 Hazardous Substance Management System Customer Assistance Center Pamphlet  
CAO support to HSMS users pamphlet.
- 100 The Environmental Monitor: Pharmacy Concept - An Idea Whose Time Has Come  
Article on Army's pharmacy concept.
  
- 91 CCAD Pollution Engineering FEDERAL FOCUS: Hazmat Pharmacies Dole Out Chemicals, Rake In Dollars  
Success story at Corpus Christi Army Depot.
  
- 141 HAZMART: A One-Stop Shop for HAZMAT at the U.S. Army Transportation Center  
Provides HAZMART History, Lessons Learned, Challenges, Benefits; includes decision to partner with the Navy.
- E 166 Welcome to Hazmart pamphlet...Conserving our environment while saving dollars through reduction, reuse, and recycling of hazardous material, Fort Huachuca, AZ  
2-page pamphlet that provides answers to the most frequently asked HAZMART questions.
- 135 Environmental News: Fort Eustis "Hazmart" Tracks Hazardous Materials  
Addresses potential concerns of the pharmacy concept.
- E 200 Ft Carson DoD P2 Award (DECAM)
- E 201 Ft Carson HMMC/HAZMAT Pharmacy Program (DECAM)  
HMMC success story.
- 77 AEC's Pollution Prevention HAZMART/Pharmacy Success Stories  
Describes 9 pharmacy success stories.

## **14) Training**

- E 4 POI for HSMS Users Training Course  
Training installation personnel guide on HSMS procedures in an operational environment. (Authorization must be requested prior to release).

## **15) Videos**

- 104 Ft. Eustis HAZMART Overview and Operational Video  
HAZMART historical overview and operation procedures.

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## DESCIM

### 1) Information Papers

14 HSMS Information Paper

HSMS Information Paper.

109 HSMS History

History of Army transition to HSMS.

### 2) Special Interest

87 HSMS and Beyond

Introduction of EIM software, a suite of environmental security management modules for use at installation and base level.

E 261 Pine Bluff Arsenal HSMS Success Stories

Pine Bluff Arsenal's Fielding Plan.

E 262 Schofield Barracks HSMS Success Stories

Schofield Barracks Fielding Plan.

E 263 Detroit Arsenal HSMS Success Stories

Detroit Arsenal's Fielding Plan.

E 264 Fort Campbell HSMS Success Stories

Fort Campbell's Fielding Plan.

E 265 White Sands Missile Range (WSMR) HSMS Success Stories

WSMR's Fielding Plan.

E 266 Fort Carson HSMS Success Stories

Fort Carson's Fielding Plan.

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## DoD

### 1) Guides

- 235 Closing the Solid Waste Circle: Recycling - The Combined Services Guide for Qualified Recycling Programs (Draft)  
Assists the P2 efforts of the DoD components through affirmative procurement, the use of efficient and cost-effective recycling programs, and waste reduction practices.
- 225 DoD Hazardous Chemical Warning Labeling System  
Establishes a standard label format and uniform labeling system throughout DoD for identifying HM used by DoD personnel.

### 2) Information Systems

- 96 OSD TurboBPR Tutorial, Vs. 2.5  
Windows-based process support tool.

### 3) Manuals

- 227 Defense Materiel Disposition Manual  
Includes Chapter 7: Sales/Resource Recovery and Recycling Program and Chapter 10: Environmentally Regulated and Hazardous Property.
- 226 Shelf-Life Management Manual  
Authorizes the establishment of HM recycling and reutilization practices to ensure the reduction of the number of hazardous shelf-life items entering the HW stream.

### 4) Policies

- E 86 Revised Implementing Guidance for EO 12856: 'Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements'  
Supersedes Guidance Issued February 1994.



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## Navy

### 1) Briefs

- 76 NAS OCEANA Hazardous Materials (Pharmacy system)  
Oceana's pharmacy system.

### 2) Cost Information

- 80 Operating Costs for FISC San Diego  
Lays out final operating expenditures.
- 74 Business Case Analysis: FISC Hazardous Material Reutilization Operations  
Business practices and cost analysis of Navy CHRIMP system.
- 79 Buiness Metrics for FISC San Diego, FY93, FY94, FY95, and FY96 HAZMIN Operations  
Tracks procurement and disposal costs, includes FISC HAZMIN Center Business Metrics Summary and HAZMIN Monthly Report Forms.

### 3) Guides

- 88 HSMS Implementation Evaluation Report, Naval Amphibious Base (NAB) Little Creek, VA  
HSMS implementation alternatives for NAB Little Creek.
- 16 Guide for Developing a Hazardous Material Reutilization Store (NEESA)  
Navy and Marine Corp installations guide.

### 4) HAZMART

- 81 FISC San Diego HAZMIN Center Catalog  
Reuse/Minimization.

### 5) Information Papers

- 10 Environmental Control Center (ECC) Pharmacy Operation  
ECC pharmacy operation and HMC&M implementation.
- 75 NAVSUP CHRIMP Operation Organization Chart
- 76 Navy Supply organizational chart.
- 106 The HSMS News Letter  
Navy HSMS implementation update.
- 49 Case Study: Hazardous Materials Management at the Naval Air Weapons Station, Point Mugu, California  
Reduction in procurement and waste generation in aviation arena.
- 29 Supply Officer Letter: USS Kitty Hawk (CV-63) Hazardous Material Program  
Navy/Ship specific, includes Mobile Reuse Center (MRC) photos.

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## **6) Information Systems**

- E 39 PSNYHazardous Waste Storage Facility Standard Operating Manual, HSMS 2.3 Office Procedures  
Navy Instructional guidelines for processing containers through the HSMS program.
- E 216 NCTAMSLANT Data Dictionary, Vs. 2.2, Service Pack 1  
Displays every screen field or data element used in HSMS vs. 2.2 by table type.
- 144 NCTAMS LANT Microcomputer Education User's Manual  
Users manual, includes data dictionary.

## **7) Manuals**

- 13 NCTAMSLANT Hazardous Substance Management System Installation/Implementation Support Manual, Draft  
Installation and implementation of ADP hardware and software in NAVFAC; includes data dictionary.

## **8) SOPs**

- 30 Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual, Change Notice  
HM management both afloat and ashore commands, including lessons learned by NAWS Point Mugu.

## **9) Visual Aids**

- 32 CHRIMP Implementation Guide Flow Chart  
Visual training procedures flow chart.
- 33 CHRIMP Container Returns  
Visual training procedures flow chart.
- 34 CHRIMP HAZMIN Center Issues  
Visual training procedures flow chart.
- 35 CHRIMP Turn-in's from Customer  
Visual training procedures flow chart.
- 36 CHRIMP Open Purchase Material Turned in from Customer  
Visual training procedures flow chart.

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## Other

### 1) Information Papers

E 236 Right-to-Know, A Mission for All

John Chelen, The Unison Institute Paper.

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## Appendix A--Crystal Reports Repository

### 1) Admin

- CR0020    Form R Reportable Chemicals (10,000 lb. Threshold)
- Lists the CAS #, Chemical Name, and Total Weight Used for Section 313 (Form R) chemicals that have exceeded the 10,000 lb. Threshold for use. Run prior to resetting CAS totals to record complete Form R chemical usage.

### 2) Inventory

- CR0003    Quantity on Hand, Totaled by National Stock Number
- Totals Master Inventory Quantity On Hand by the NSN Field.
- CR0006    Inventory by Location, sorted by Document Serial Number
- Lists the current inventory (by each number) for the location selected. Useful if an installation has several issue points or if the HAZMART warehouse is broken down into locations within HSMS. Used by some installations to check physical inventory vs. HSMS inventory. (Use with CR0004).
- CR0007    Inventory by Location, sorted by Product Trade Name
- Lists the current inventory (by each document number) for the location selected. Useful if an installation has several issue points or if the HAZMART warehouse is broken down into locations within HSMS. Used by some installations to check physical inventory vs. HSMS inventory. (Use with CR0004).
- CR0008    Inventory by Location, sorted by National Stock Number
- Lists the current inventory (by each document number) for the location selected. Useful if an installation has several issue points or if the HAZMART warehouse is broken down into locations with HSMS. Used by some installations to check physical inventory vs. HSMS inventory.
- CR0017    Inventory Available for Reissue, sorted by National Stock Number
- Lists the current inventory that has a material class code of 'R'. This report can be used to identify the materials an installation has available for free issue. Some installations distribute this information in an effort to increase awareness of material available for free issue. The report is sorted by the National Stock Number.
- CR0018    Inventory by Building, grouped by Location and sorted by Product Trade Name
- Lists the current inventory (by each document number) for the Building selected grouping by Location. This report is useful if an installation has several locations defined within one building. For example one or more cost centers may share a building or locations may have been defined down to the locker. The report is sorted by Product Trade Name.
- CR0019    Inventory by Building with Fire Fighting Data, grouped by Location and sorted by Product Trade Name
- Lists the current inventory for the Building selected grouping by Location. Foreach inventory detail line, data related to fire fighting is included. The report is sorted by Product Trade Name.

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## ***Appendix A (Continued)***

### **3) Material**

- CR0003    Quantity on Hand, Totaled by National Stock Number  
Totals Master Inventory Quantity On Hand by the NSN Field.
- CR0005    NSN List, sorted by FSC and Name with Component Info  
Lists all NSN records in the db that are not multi-component. Useful to reference when determining a NSN/LSN for new material; and, to "clean up" NSN data.
- CR0006    Inventory by Location, sorted by Document Serial Number  
Lists the current inventory (by each number) for the location selected. Useful if an installation has several issue points or if the HAZMART warehouse is broken down into locations within HSMS. Used by some installations to check physical inventory vs. HSMS inventory. (Use with CR0004).
- CR0007    Inventory by Location, sorted by Product Trade Name  
Lists the current inventory (by each document number) for the location selected. Useful if an installation has several issue points or if the HAZMART warehouse is broken down into locations within HSMS. Used by some installations to check physical inventory vs. HSMS inventory. (Use with CR0004).
- CR0008    Inventory by Location, sorted by National Stock Number  
Lists the current inventory (by each document number) for the location selected. Useful if an installation has several issue points or if the HAZMART warehouse is broken down into locations with HSMS. Used by some installations to check physical inventory vs. HSMS inventory.
- CR0009    Expired Material, sorted by Manufacturer  
Lists the materials in inventory that have an expiration/test date that identifies the material as currently expired. Since this report is sorted by manufacturer and includes the manufacturer batch/lot number, it is an excellent report to use when extending shelf life.
- CR0010    Material to Expire in the Next 30 Days  
Lists the materials in inventory that have an expiration/test date in the next 30 days. This report can be used to help manage the shelf-life of materials.
- CR0011    Expired Material, grouped by Location  
Lists the materials in inventory that have an expiration/test date that identifies the material as currently expired. Since this report is grouped by location, it is an excellent report to use when trying to identify where expired material is.
- CR0012    Total Transactions by Transaction Type  
Lists the total number of transactions by transaction type for the date range selected. This report is useful for an installation to quantify their workload.
- CR0017    Inventory Available for Relissue, sorted by National Stock Number  
Lists the current inventory that has a material class code of 'R'. This report can be used to identify the materials an installation has available for free issue. Some installations distribute this information in an effort to increase awareness of material available for free issue. The report is sorted by the National Stock Number.
- CR0018    Inventory by Building, grouped by Location and sorted by Product Trade Name  
Lists the current inventory (by each document number) for the Building selected grouping by Location. This report is useful if an installation has several locations defined within

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## **Appendix A (Continued)**

one building. For example one or more cost centers may share a building or locations may have been defined down to the locker. The report is sorted by Product Trade Name.

- CR0019     Inventory by Building with Fire Fighting Data, grouped by Location and sorted by Product Trade Name
- Lists the current inventory for the Building selected grouping by Location. For each inventory detail line, data related to fire fighting is included. The report is sorted by Product Trade Name.
- CR0021     HMCC Issues, From January 1, ### to December ##, ####
- Lists the materials committed for the current year to date grouped by Facility Cost Center and NSN, provides units issued and associated costs and savings. Reports on materials issued from January 1 of the current year up to the current reporting date. Run on December 31 to record complete YTD material issues.
- CR0022     NSNs with Price of Zero, Sorted by FSC and NIIN
- Selects all NSNs from the database that have a price of zero in the NSN detail. The report will be sorted by FSC and then by NIIN within each FSC. Report includes the Nomenclature and Unit of Issue for each NSN.
- CR0023     NSNs with Price of \$#.## to \$#.##, Sorted by FSC and NIIN
- Selects NSNs from the database within a price range specified by the user. The report will be sorted by FSC and then by NIIN within each FSC. Report includes the Nomenclature and Unit of Issue for each NSN.
- CR0024     AUL by Cost Center #####, <Cost Center Description>
- Lists the Authorized Use List for each cost center in the database as entered into the Master Inventory. The report includes the nomenclature, container information, and manufacturer for each item.
- CR0028     Billing Report by Location
- Provides billing report according to each location within the database. Material costs are listed by unit of use with and without Cost Center surcharge.
- CR0030     Billing Report by JON
- Provides billing report according to each JON entered in the database. If JON is not entered, report will include one group identified by a blank JON. Material costs are listed by unit of use with and without Cost Center surcharge.
- CR0031     Re-order Report for NSNs by Location
- Uses data contained in NSN Levels by Location under the Materials menu to create a re-order report by Location for all NSNs supposed to be maintained at a specified location.

## **4) Pollution**

- CR0027     NSNs by Site Specific Process
- Reports the NSNs used in each Site Specific Process in the database with Nomenclature and Unit of Issue.

## **5) Reference**

- CR0002     Personnel by Cost Center

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Lists information for each active personnel record in the db by their Cost Center.

CR0004    Location Report

Lists all locations in the db including Serial #. Useful to reference when setting defaults in the global.ini file and setting criteria in other reports.

CR0026    Personnel Telephone Listing by Cost Center

Lists telephone information for each active personnel record in the database by their Cost Center.

CR0029    Locations Listed by Cost Center

Lists all cost centers that have buildings associated with them in the database. Buildings are grouped by cost center, which are sorted in ascending order. Buildings are sorted in ascending order within each cost center grouping.

### **6) Safety**

CR0001    MSDS by CAS Number

Lists each chemical in the db by the CAS # followed by each MSDS containing that chemical.

CR0013    Material Safety Data Sheet List, sorted by MSDS Trade Name

Lists all Material Safety Data Sheets in the database. The MSDS will be listed in order by the MSDS Trade Name.

CR0014    Material Safety Data Sheet List, Grouped by Manufacturer

Lists all Material Safety Data Sheets in the database. The MSDS will be grouped by the Manufacturer Name.

CR0015    313 Chemical Quantities in lbs., Broken out by NSN/MSDS

Lists each CAS that is a 313 Chemical. For each CAS the quantity is broken out in lbs. For each NSN/Material Safety Data Sheet combination. The MSDS will be grouped by the Manufacturer Name.

CR0019    Inventory by Building with Fire Fighting Data, grouped by Location and sorted by Product Trade Name.

Lists the current inventory for the Building selected grouping by Location. For each inventory detail line, data related to fire fighting is included. The report is sorted by Product Trade Name.

CR0020    Form R Reportable Chemicals (10,000 lb. Threshold)

Lists the CAS #, Chemical Name, and Total Weight Used for Section 313 (Form R) chemicals that have exceeded the 10,000 lb. Threshold for use. Run prior to resetting CAS totals to record complete Form R chemical usage.

CR0025    313 Chemicals by Site Specific Process

Lists all 313 chemicals associated with each Site Specific Process in the database. Chemicals are listed once per process regardless how many NSNs may be associated with the process. All processes in the database will be reported. Useful in targeting specific processes for compliances with E.O.

### **7) Waste**

CR0016    Waste Processed on DD1348, Grouped by Waste Stream Category and Totaled by Waste Stream

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## ***Appendix A (Continued)***

Includes all waste container data processed on a DD1348. The container data is totaled by Waste Stream and grouped by the Waste Stream Category.